

STATE OF WISCONSIN
 Department of Health and Family Services
 Division of Disability and Elder Services

DDES Memo Series 2006- 10 /Action
Date: June 29, 2006

Index Title: Federally-Required Changes in Human Services Reporting System (HSRS) Alcohol and Other Drug Abuse Reporting

To: Listserv

For: Area Administrators / Human Services Area Coordinators
 Bureau Directors
 County Departments of Community Programs Directors
 County Departments of Developmental Disabilities Services Directors
 County Departments of Human Services Directors
 County Departments of Social Services Directors
 Licensing Chiefs / Section Chiefs
 Tribal Chairpersons / Human Services Facilitators

From:  Sinikka Santala
 Administrator

Subject: Federally-Required Changes in Human Services Reporting System (HSRS) Alcohol and Other Drug Abuse Reporting

Important Notice: As of July 1, 2006, the DDES information and numbered memos will no longer be distributed via the U.S. mail. Instead, they will be distributed electronically via a newly establish Listserv. Details for subscribing to the Listserv will be sent in early June 2006. The Listserv is free, but does require an active e-mail address. All information and numbered memos are available via the Internet at http://dhfs.wisconsin.gov/dsl_info/InfoMemos/InfomemIndex.htm and http://dhfs.wisconsin.gov/dsl_info/NumberedMemos/NMemos_Index.htm. As of July 1, 2006, these memos will be posted in both .pdf and html formats. Thanks for your patience during the transition.

Document Summary

Changes in federal requirements for substance abuse data collection through the Human Services Reporting System are described including the addition of four fields: living situation and arrests at admission and discharge for treatment services.

The federal Government Performance and Results Act of 1993 (GPRA) has gradually brought about changes in alcohol and other drug abuse client reporting for states. Implementing these reporting changes is a requirement for Wisconsin's receipt of some \$25 million in federal Substance Abuse Treatment and Prevention Block Grant funds each year. We will need the cooperation of every County agency and treatment provider in order to meet these requirements in a timely fashion. It is our plan to reimburse County agencies for some of the costs associated with these changes when the state receives special funding from the federal government. States will receive funding only after they have successfully reported the new data.

New HSRS AODA Module Data Items

Staff have begun work to modify the HSRS database to incorporate four new data fields including arrests and living situation at admission and discharge. The details about these new data fields have been communicated to agency HSRS contacts via e-mail from the HSRS SOS Desk (see attachments 1 and 2). Reporting on these new fields will begin October 1, 2006. If you have any questions or need assistance you may contact the HSRS SOS Desk at 608-266-9198 or soshelp@dhfs.state.wi.us.

Modified HSRS AODA Module Data Items

Work has begun to modify the codes for two employment status fields 16 and 36 (see attachment 2). Reporting on these modified fields will begin on October 1, 2006.

County Agency Reimbursement for Reporting

The federal government has developed a special grant program for states to cover some of the increased costs of database modification and reporting. The state and its local reporting agencies must fully comply with federal reporting requirements in terms of completeness and accuracy before any funds are provided. The earliest these funds would become available is about July, 2007. With the cooperation of all County agencies, it is our plan to seek the federal funds and develop a mechanism to pass some of these funds on to County agencies that report complete and accurate data.

County agencies should begin modifying internal data collection forms and databases now in order to meet the October 1, 2006 start date. It is very important that Wisconsin comply with these additional data reporting requirements in order to secure substance abuse prevention and treatment block grant funding in the future. Thank you for your understanding and collaboration.

CENTRAL OFFICE CONTACTS:

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MEMO WEB SITE: <http://dhfs.wisconsin.gov/partners/local.htm>

Attachment 1: February 28, 2006 SOSHELP E-mail Memo

Attachment 2: April 5, 2006 SOSHELP E-mail Memo

Attachment 1

From: SOSHelp [<mailto:soshelp@dhfs.state.wi.us>]

Sent: Tuesday, February 28, 2006 1:52 PM

To: County HSRS Contacts [e-mail addresses were removed for brevity]

Subject: HSRS AODA Full Client Print Changes

We have implemented changes to the full client print for the AODA Module. Please be aware that you will see 4 new fields showing up for this module. The first two are in the registration section and are titled Living Arrangement and Arrests. The second two appear as a second line for each SPC and are titled Closing Living Arrangement and Closing Arrests.

These new fields have been mandated by the Federal government and will be phased in on a reporting unit by reporting unit basis beginning late summer or early fall *[note change in Attachment 2]*. The schedule has not yet been determined *[note change in Attachment 2]*. At that point the AODA Module Screens will be changed to have the new fields included as well. Each agency will be notified when they will be required to start collecting the new data.

Because of other workload issues it became necessary to change the full client print format now, ahead of the implementation of collection of the new data. For now you may just ignore the new fields.

Should you have any further questions you may call the SOS Desk. Thank you.

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HSRS SOS Desk
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Madison WI 53707-7851
E-mail: soshelp@dhfs.state.wi.us
Phone: 608-266-9198 Fax: 608-267-2437

Attachment 2

From: SOSHelp [<mailto:soshelp@dhfs.state.wi.us>]

Sent: Wednesday, April 5, 2006 7:58 AM

To: County HSRS Contacts [e-mail addresses were removed for brevity]

Subject: HSRS AODA Module Changes Effective 10-1-2006

The changes listed below will be made to the HSRS AODA Module beginning with any data reported on 10-01-2006, whether you report online or through the File Transfer System (FTS). For those counties reporting via the FTS, please review the new layout document attached to this e-mail. These elements have been requested by the Federal Government and will therefore be mandatory. After the implementation date, no record will be able to be processed that does not include the new data. A Division of Disability and Elder Services info memo will be going out soon with additional instructions.

New Data Elements:

1. Number of Arrests 30 days prior to admission - This data element will be a numeric value between 00 and 96. It will be collected on Screen A3 at the time of registration. It must be present on all New Screen A3 transactions beginning with the effective date. Existing cases may be updated without this information.

2. Living Situation at admission - This data element must be one of the values listed below. It will be collected on Screen A3 at the time of registration. It must be present on all New Screen A3 transactions beginning with the effective date. Existing cases may be updated without this information.

- 01 - Street, shelter, no fixed address, homeless
- 02 - Adults, private residence or household; living alone or with others w/out supervision; includes persons age 18 and older living with parents
- 03 - Supported or semi-supervised residence
- 04 - Specialized facility w/ on-site supervision
- 05 - Other institution
- 06 - Jail or correctional facility
- 07 - Children under age 18 living with parents

3. Number of Arrests 30 days prior to discharge - This data element will be a numeric value between 00 and 96. It will be collected at the point of closure for each SPC. It must be present in order to close an SPC beginning with the effective date, even if the SPC was opened prior to the effective date.

4. Living Situation at discharge - This data element must be one of the values listed in #2 above. It will be collected at the point of closure for each SPC. It must be present in order to close an SPC beginning with the effective date, even if the SPC was opened prior to the effective date.

Changes to existing data elements:

1. Employment Status at Admission (field 16), new values

- 1 - employed full-time
- 2 - employed part time
- 3 - unemployed looking for work
- 4 - unemployed not looking for work
- 5 - not in the labor force - homemaker
- 6 - not in the labor force - student
- 7 - not in the labor force - retired
- 8 - not in the labor force - disabled
- 9 - not in the labor force - inmate of jail, prison, or other institution

2. Employment Status at Discharge (field 36), new values

- 1 - employed full-time
- 2 - employed part time
- 3 - unemployed looking for work
- 4 - unemployed not looking for work
- 5 - not in the labor force - homemaker
- 6 - not in the labor force - student
- 7 - not in the labor force - retired
- 8 - not in the labor force - disabled
- 9 - not in the labor force - inmate of jail, prison, or other institution

You may have noticed that the Full Client Print feature for the AODA Module already displays the new fields. That change was necessary because of workload issues. The Handbook and deskcards will not be updated until 2007. New forms will be available in late summer.

Should you have any questions, you may contact the SOS Desk.

Thank you.

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HSRS SOS Desk

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